



**United States Probation Office**

101 W. Broadway, Ste 700  
San Diego, CA 92101

**Request for Quote**

**RFQ-2022-0004**

*Issued April 26, 2022*

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**AGENCY:** US Probation Office, Southern District of California

**ADDRESS:** 101 W. Broadway, Ste 700  
San Diego, CA 92101

**WEBSITE:** <http://www.casp.uscourts.gov>

**OVERVIEW:** The USPO SDCA is seeking resort and conference space for its 2022 District Training/Awards Conference. For the conference, facilities need to accommodate up to 130 participants for a 2-day/1-night period in August or September 2022. Dates will be determined by best priced, technically acceptable availability.

**CONTACT:** D. Brian Perkins  
Contracting Officer  
Budget, Purchasing & Finance Administrator  
Tel: 619-557-7149  
Email: [brian\\_perkins@casp.uscourt.gov](mailto:brian_perkins@casp.uscourt.gov)

**OPTIMAL METHOD OF  
COMMUNICATION:** *Email*

**RESPONSES DUE:** **no later than 12:00 Noon (PDT) May 11, 2022**

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Below are the approximate attendance figures and facility needs on which proposals should be based.

#### **GUEST ROOM REQUIREMENTS**

<b>Day</b>	<b>Gov't Rate (or less) Guest</b>
Day Prior to Event	11 (approx.)
Day 1 overnight	130 (approx.)

#### **REFRESHMENT / MEAL REQUIREMENTS**

<b>Day</b>	<b>Breaks/Light Refreshments</b>	<b>Functions</b>
Day 1	One break at 10:00-11:30  One break 2:30-3:00 for 140 (Beverages Only- Coffee, Hot Tea, Water)  One break 4:00-5:00 for 140 (Meeting with the Chief)	Light Refreshments  Light Refreshments (beverages only)  Light Refreshments
Day 2	One break 10:30-11:00 for 140 (Beverages Only- Coffee, Hot Tea, Water)  Award Ceremony/Luncheon 12:30	Continental Breakfast 7:00-8:30 for 140  Light Refreshments (Beverages only)  Plated Lunch 12:30-2:00 for 130 (final count TBD)

**CONFERENCE SPACE NEEDS (Estimated Capacity Requirements)**

<b>Day</b>	<b>1</b>	<b>2</b>
<b>Registration area outside main meeting room</b>	11:00-12:30  (counter or table for 4)	
<b>Main Meeting Room</b>	22 Rounds (6 per table)	22 Rounds (6 per table)
<b>Meeting Rooms for breakout sessions</b>	Classroom seating (for 30)	Classroom seating (for 30)
<b>Meeting Rooms for breakout sessions</b>	Classroom seating (to seat 60)	Classroom seating (to seat 60)

## ANTICIPATED EQUIPMENT NEEDS

Sessions	Qty	Item
<sup>(1)</sup> <b>Main Meeting Room</b> ( x2 days)	1	Internet connectivity
	1	Podium with Microphone
	1	LCD Projector (on table)
	1	Large screen with skirt
	1	Sound System with Mixer
	2	Lavalier Microphones

Sessions	Qty	Item
<sup>(2)</sup> <b>Concurrent</b> <b>Session Rooms</b> (2 rooms x 2 day)	1	Internet connectivity
	1	LCD Projector (on table)
	1	Screen
	1	Sound System
	1	Lavalier Microphone
<b>Awards Ceremony</b>	1	Podium with Microphone

## ADDITIONAL INFORMATION

- The Probation Office would require the use of built-in registration counter or table with 4 chairs Monday morning outside general session room
- Session capacity is based on classroom style setup
- Firm room, food, meeting room counts will be provided later. Counts listed are estimated for quote purposes only

## SOURCE SELECTION CRITERIA

This award will be made based on lowest price, technically acceptable.

## ***Vendor's RFQ Response***

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Property Name	
Address	
Representative's Name	
Phone	
Email	

### ***PROPOSAL PRICING:***

	Cost Per Person	Total Cost
Guest Room Rate for Gov't Employees (Per Diem or less)		
Beverage Service only (total cost per person)		
Light Refreshments (total cost per person)		
Continental Breakfast (total cost per person)		
Plated Lunch at Awards Ceremony (cost per person)		
Cost for conference spaces, meeting rooms, etc		
Audio/Visual equipment and labor cost		
<b>Grand Total</b>		

Email to D. Brian Perkins no later than 12:00 Noon (PDT) May 11, 2022